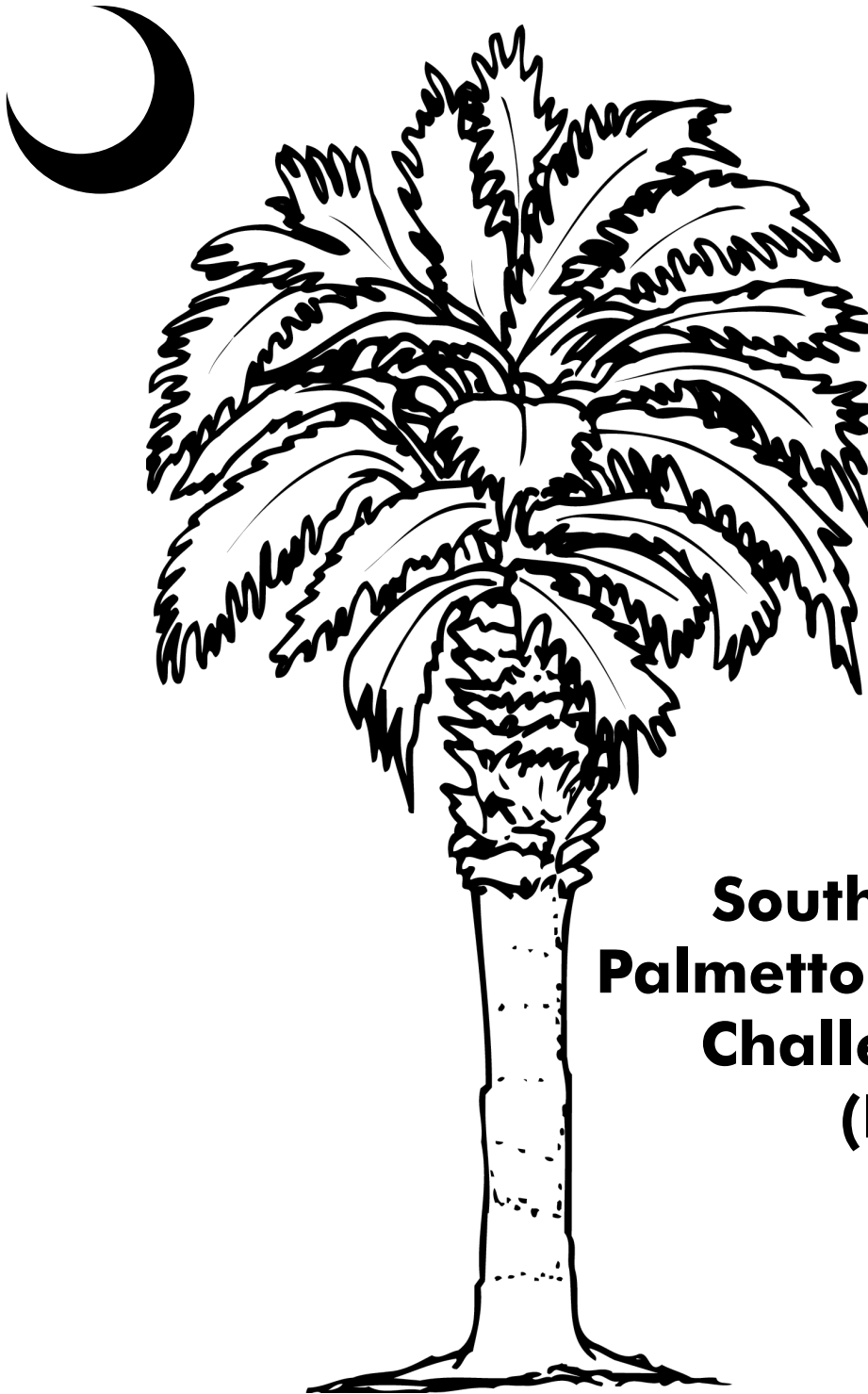


District Test Coordinator's Supplement

Spring 2006



**South Carolina
Palmetto Achievement
Challenge Tests
(PACT)**

SPRING 2006 PACT TESTING SCHEDULE

DATE	EVENT
March–April	Schedule and conduct training sessions for School Test Coordinators (STCs), test administrators (TAs), and monitors
March	Inform parents of testing schedule, testing policies, and procedures
By April 21	Receipt of materials—The DTC should call DRC if materials have not arrived by April 21, 2006
Monday, May 8	PACT ELA test (Day 1)
Tuesday, May 9	PACT ELA test (Day 2)
Thursday, May 11	PACT mathematics test
By Thursday, May 11	DTC contacts Manna Freight Systems to schedule Return Shipment 1 pick-up
Monday, May 15	PACT science test
By Monday, May 15	DTC ships Return Shipment 1 materials to DRC
Tuesday, May 16	PACT social studies test
Wednesday, May 17	PACT field test
By Monday, May 22	DTC contacts Manna Freight Systems to schedule Return Shipment 2 pick-up
By Wednesday, May 24	DTC ships all remaining materials in Return Shipment 2 to DRC

May 18, 19, and 22	Make-up testing (two tests may be administered on a make-up day)
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No testing is permitted on May 10, 2006, because it is a state holiday. The S.C. Department of Education will be closed on that day.

District Test Coordinators (DTCs) are responsible for the training of all personnel who will be administering PACT tests. DTCs must plan and schedule training sessions prior to the May testing dates.

DRC Contact Information	Phone: 1-800-451-7834 Fax: 1-866-237-9314 Email: SCProject@datarecognitioncorp.com
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LEGAL REQUIREMENTS FOR TEST SECURITY

S.C. Code Ann. § 59-30-10 (i) (1990) requires the State Board of Education, through the State Department of Education, to provide for the security and integrity of the tests that are administered under the assessment program.

S.C. Code Ann. § 59-1-445 (Supp. 2002) addresses violations of mandatory test security regulations and procedures, penalties, and investigations. The following is an excerpt from this section:

- (1) It is unlawful for anyone knowingly and willfully to violate security procedures regulations promulgated by the State Board of Education for mandatory tests administered by or through the State Board of Education to students or educators, or knowingly and willfully to:
 - (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security regulations for distribution and return of secure test [materials] as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

Any person violating the provisions of this section or regulations issued hereunder is guilty of a misdemeanor and upon conviction must be fined not more than one thousand dollars or be imprisoned for not more than ninety days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

- (2) The South Carolina Law Enforcement Division shall investigate allegations of violations of mandatory test security, either on its own initiative following receipt of allegations, or at the request of a school district or the State Department of Education.

The South Carolina Law Enforcement Division shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.

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- (3) Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the State Department of Education in test development or selection, test-form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate.

STATE BOARD REGULATIONS

S.C. Code Ann. § 59-1-447 (1990) requires the State Board of Education to establish detailed mandatory test security procedures by regulation.

The State Board of Education promulgated revised test security regulations that became effective June 27, 2003. These regulations, 24 S.C. Code Ann. Regs. 43-100 (Supp. 2003), are reprinted below:

- I. Tests administered by or through the State Board of Education shall include but are not limited to:
 - A. The statewide tests, as defined in the State Board of Education Regulation 43-262, including field tests and pilot tests;
 - B. Examinations for admission to teacher education programs and teacher certification examinations;
 - C. Examinations for admission to programs such as the gifted and talented program;
 - D. The High School Equivalency Program test (GED).
- II. As used in this regulation, "local school board" means the governing board of a public school district as well as those of special school districts, special schools, and institutions that utilize tests administered by or through the State Board of Education.
- III. Each local school board must develop and adopt a district test security policy. The policy must provide for the security of the materials during testing and the storage of all secure tests and test materials, before, during, and after testing. Before and after testing all materials must be stored at a location(s) in the district under lock and key. This also applies to district owned materials that are the same as those used in any State-operated testing or assessment program. Throughout the time testing materials are under the control of the school district, tests must be secured under lock and key when not in use for approved test administration activities.
- IV. Each District Superintendent must designate annually one individual in each district for each mandated assessment who will be the sole individual in the district authorized to procure test instruments that are utilized in testing programs administered by or through the State Board of Education. The name of the designated individual must be provided to the State Department of Education (SDE) in writing. When the testing program involves procurement of materials available commercially, the designated individual must be the sole individual in the district authorized to procure commercial

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- test instruments which are utilized in testing programs administered by or through the State Board of Education.
- V. State-owned test materials and district-owned materials that are the same as those utilized in any State-mandated testing program must not be used for census testing in the grades included in the State-mandated program(s) except on testing dates specified by the State Department of Education.
 - VI. Individuals must adhere to all procedures specified in all operating manuals governing the mandated testing programs. Manuals are provided by or through the SDE.
 - VII.
 - A. The State Board of Education may invalidate test scores that reflect improbable gains and that cannot be satisfactorily explained through changes in student populations or instruction;
 - B. In cases where test results are invalidated because of a breach of security or action of the State Board of Education, any programmatic, evaluative, or certification criteria dependent upon the data will be deemed to not have been met.
 - VIII. Any individual(s) who knowingly engage(s) in any activity that results in the invalidation of scores derived from teacher certification examinations, the examinations for admission to teacher education programs, and/or the High School Equivalency Program test (GED) forfeits all opportunities to retake the test(s).
 - IX. Any knowing involvement in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests administered by or through the State Board of Education will be considered a breach of test security within the meaning of S.C. Code Ann. Section 59-1-445 (1990). Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site specified in this paragraph forfeits all opportunities to retake the test(s).
 - X. Each of the following is considered a breach of professional ethics which may jeopardize the validity of the inferences made on the basis of test data, and as such are viewed as security violations which could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.
 - A. Failing to administer tests on the test dates specified by the SDE.
 - B. Failing to maintain an appropriate testing environment, free from undue distractions.
 - C. Failing to proctor the test to ensure that examinees are engaged in appropriate test-taking activities.
 - D. Providing examinees with access to test questions or specific test content prior to testing.
 - E. Providing examinees with access to answer keys prior to or during testing.

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- F. Keeping, copying, reproducing, or using in any manner inconsistent with the instructions provided by or through the State Department of Education any test, test question, or specific test content.
- G. Keeping, copying, or reproducing in any manner inconsistent with the instructions provided by or through the State Department of Education any portion of examinee responses to any item or any section of a secure test.
- H. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing. This includes hinting to examinees about the correctness of their responses.
- I. Failing to follow instructions specified in the test manuals for the distribution, storage, or return of test materials or failing to account for test materials before, during, or after testing.
- J. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test. This section includes failure to clear the memory of calculators used on a test as directed in the test manual.
- K. Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing.
- L. Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing.
- M. Leaving in view of examinees during test administration materials that are content or conceptually related to the subject areas being assessed.
- N. Providing references or tools other than those specifically allowed in test manuals. Providing references or tools during test administration at times other than those specifically allowed in test manuals.
- O. Not providing accommodations (to include customized test forms and modifications) as appropriate for students with Individual Education Programs or 504 plans. This includes providing more accommodations (customization, modifications) than appropriate.
- P. Excluding examinees or exempting from assessment students who should be assessed.
- Q. Failing to return test materials for all examinees.
- R. Engaging in inappropriate test preparation practices that invalidate the test scores. These practices include activities that result in an increase in test scores without a simultaneous increase in the examinee's real achievement or performance in the content area.

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- S. Revealing test scores or test performance to anyone not involved in the education of the examinee.
- T. Altering test scores in electronic records or files.
- U. Failing to report a security breach.
- XI. The South Carolina Department of Education has the right and responsibility to observe test administration activities without prior notice in order to monitor adherence to test security. Examinees should be made aware that monitoring may occur.
- XII. Any suspected violation of security must be reported to the South Carolina Law Enforcement Division (SLED).
- XIII. If a security breach occurs in a district rendering test forms or test items unusable, funds equivalent to replacement costs may be withheld from the district by the State Department Education at the discretion of the State Board of Education.
- XIV. At the discretion of the State Board of Education, an educator may receive a public or private reprimand or the credentials of an educator may be suspended or revoked based on evidence of violation of test security provisions.

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GUIDELINES FOR REPORTING TEST SECURITY VIOLATIONS

The South Carolina Law Enforcement Division (SLED) will be notified of all suspected test security violations as defined in S.C. Code Ann. Section 59-1-445 (2004) or 24 S.C. Code Ann. Regs. 100 (Supp. 2003). SLED will investigate allegations of violations of mandatory test security, either on its own initiative following receipt of allegations, or at the request of a school district or the State Department of Education (SDE).

Allegations of test security violations may be referred to SLED by the SDE or a school district.

The following procedures should be followed to maximize consistency in reporting test security violations:

1. If a test security violation is observed within a school, the individual(s) observing the incident must notify the School Test Coordinator (STC) as soon as possible. The STC must notify the District Test Coordinator (DTC) immediately regarding the violation. (Test security violations may be reported directly to the DTC.)
2. The DTC is responsible for conducting a comprehensive investigation and compiling written statements from all parties with knowledge of the incident. The STC is to assist the DTC in the investigation as appropriate. The DTC must write a summary of the incident describing the incident and discussing the findings and action(s) taken, as pertinent.
3. The DTC will forward his/her report accompanied by the required documentation to the SDE.

Written documentation of allegations is to include the following items, as appropriate and available:

- a. name of testing program (e.g., PACT)
- b. county name
- c. district name
- d. school name
- e. the name of the person reporting the alleged violation
- f. date(s) of the alleged test security violation
- g. the test subject area(s)
- h. the grade level of the test(s)
- i. first, middle, and last name of person who allegedly committed the violation
- j. teacher certification number, if applicable
- k. security number from the students' test booklets/answer documents

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- l. student(s) impacted by the violation giving the first, middle, and last name, if applicable (If the allegation involves a class of students, all would be listed.)
 - m. student ID numbers (if it is a class of students, all would be listed)
 - n. gender of each student
 - o. ethnicity of each student
4. If the DTC determines that an investigation by SLED is warranted, the DTC will refer the case to SLED. The DTC must state clearly in its report to the SDE whether or not he or she has referred the allegation to SLED.
 5. To protect the confidentiality of the parties involved, all documents must be mailed to the Director of Assessment, 607 Rutledge Building, 1429 Senate Street, Columbia, SC 29201. Documents may also be faxed as long as a staff member in the Office of Assessment is notified immediately prior to sending.

The SDE will review and maintain a record of all potential test security violations in the state including those reported by test contractors. After review, the SDE will forward all reports to SLED either for investigation, information, or confirmation (when the case has been reported to SLED by the school district). As appropriate, the district will be notified by the SDE when the report is forwarded to SLED. Reports may serve as a basis for initiating invalidation of test scores or for other action by the State Board of Education. The SDE will notify the district when the SDE receives a final report from SLED.

A school or district may establish internal reporting procedures to supplement these guidelines.

TEST SECURITY VIOLATIONS AND STUDENTS WITH DISABILITIES

DTCs and STCs should work closely with special educators at the school level to ensure that all accommodations and modifications are provided for students with disabilities in accordance with each student's individualized education program (IEP) or 504 Plan.

The State Board of Education Regulations 24 S.C. Code Ann 59 (Supp. 2003) state that **not providing** accommodations (to include customized test forms and modifications) as specified for students with IEPs or 504 Plans **or** providing **more** accommodations (customization, modifications) than specified are considered breaches of professional ethics that may jeopardize the validity of the inferences made on the basis of test data. As such, these actions are viewed as security violations that could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.

In the event of a test security violation involving testing accommodations or modifications for students with disabilities, the DTC must report the test security violation in accordance with the procedures outlined in the previous section.

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The school/district must also convene the IEP/504 Plan team to review the test security violation. During the meeting of the IEP/504 Plan team, the team may consider only the testing accommodations or modifications as written in the IEP/504 Plan and may not change the accommodations or modifications specified in the plans. The team must address the test security violation as follows. If a student

- **received a modification** that is not specified in the IEP/504 Plan, the team must invalidate the test administration by placing a Do Not Score label on the student's test booklet/answer document.
- **received an accommodation** that is not specified in the IEP/504 Plan, the team must determine whether the unauthorized accommodation causes the test administration to be invalid.
- **did not receive a testing accommodation or modification** that is specified in the IEP/504 Plan, the team must determine whether the test administration is valid without the specified accommodation and/or modification.

If the IEP/504 Plan team determines that

- the test administration is valid, the test is returned for scoring. Remember to mark the correct accommodations and modifications codes on the front cover of the student's test booklet/answer document.
- the test administration is not valid, the district must invalidate the test by placing a Do Not Score label on the student's test booklet/answer document, report the violation to the SDE, and return the test booklet/answer document to the contractor, Data Recognition Corporation (DRC).

ADMINISTRATIVE GUIDELINES

TEST ITEMS ARE SECURE

PACT test items are secure. It is not permissible for monitors, TAs, STCs, DTCs, parents, guidance counselors, principals, or other school personnel to open test booklets for the purpose of reading test items before testing, during testing, or after testing.

Do not leave secure materials unattended at any time. If a TA must leave the room before testing begins, the test booklets should be placed in a secure, locked cabinet, closet, drawer, etc., or all test booklets should be taken with the person.

Teachers should not discuss test items with students even if students ask questions about content on the tests. TAs should take extra care when reviewing subject content or answering questions during the testing period.

After testing, access to secure materials is restricted to make-up testing sessions and **supervised** sessions for completing or editing demographic codes on student test booklet/answer document covers.

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TEST SECURITY AGREEMENT FORMS

All school and district personnel who will have access to secure test materials are asked to sign the *Agreement to Maintain Test Security and Confidentiality* form. Two types of forms are available for district/school use. One form is for DTCs, STCs, and TAs; the other form is for all other personnel who may assist with testing, including monitors. Test security forms should be signed after each person has participated in PACT training and retained by the DTC.

These forms are provided in **Appendix E** of the *Test Administration Manual (TAM)*. They are perforated for easy removal and may be copied. Districts may add their own test security agreements. All signed test security forms must be returned to the DTC. The DTC is responsible for collecting and storing the affidavits for three years.

CODING OF DEMOGRAPHIC INFORMATION ON TEST BOOKLETS AND ANSWER DOCUMENTS

Sessions supervised by the STC for the coding of student demographic information may be held no more than two weeks before testing. Access to the test booklets and answer documents is restricted to the labeling and coding of the outside and inside of the front covers (pages 1 and 2) of the test booklets and answer documents.

SUNS STATE ID NUMBER

The SUNS State ID number is a unique ten-digit number assigned to each student when they enroll or transfer into a school. (It appears in the SASI ALT-ID 1 field.)

PREPARATION FOR ORAL ADMINISTRATIONS

To prepare for an oral administration, the TA may review the *Secure Administration Manual (SAM)* or the *Oral Administration Script (OAS)* during a supervised session conducted by the STC. The session may occur up to 48 hours prior to the administration of the subject area test. The review session must be held at the school with no students present and must comply with all test security procedures. For information regarding the review of *Signed Administration Scripts*, refer to **Appendix C** in the *TAM*.

POLICY ON USE OF CALCULATORS

School or student-owned calculators may **not** be used during the mathematics test, unless the student's IEP or 504 Plan documents the use of a calculator. Test questions are written so that a calculator is not necessary.

To help maintain test security, the memory of every calculator used during testing must be reset **before and after testing** to clear all applications. Students should not share graphing calculators during the mathematics test unless calculators are reset each time the calculator changes hands. The action clears all stored data and program information from the calculator.

Students who wish to use their own calculators during the test must be told in advance of the test day to back up all data and programs that they wish to save. Because the memory of every calculator used in testing must be reset to the factory default values (cleared) before testing, all data and programs stored in the calculator will be erased. **If a student is unwilling to have his or her calculator's memory reset, the student may not use that calculator during the test.**

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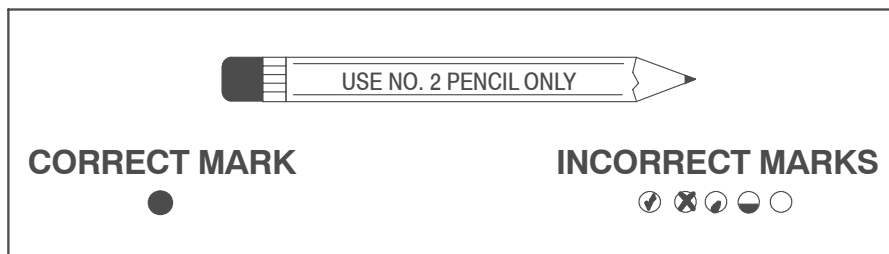
POLICY ON USE OF ELECTRONIC COMMUNICATION, IMAGING, AND PHOTOGRAPHY DEVICES

Students **may not** bring into the testing location **any electronic or other device** that can be used for communicating, timing, or imaging. These devices include, but are not limited to, cell phones, pagers, beepers, headphones, stopwatches, electronic translators, hand-held devices, PDAs, or any electronic imaging or photographic device.

TEST ADMINISTRATOR AND MONITOR PARTICIPATION DURING TESTING

During testing, TAs are encouraged to walk around the room to check that students are following the directions for appropriately darkening bubbles for multiple-choice items, and, working on the lines or in the space for constructed-response items.

The diagram below shows an example of correctly and incorrectly marked bubbles.



If a problem is detected, such as a student drawing a single line through a bubble, it is permissible to alert the student. It is also permissible to give general reminders to the class. For example, the TA could say “Remember to do a good job of erasing if you need to change an answer.”

While walking around the classroom, it is also permissible for TAs to check that students are following the directions for marking their responses in the correct section of the test booklets and the answer documents. For example, students must write the final draft of their “Time to Write” responses on the lined Final Writing pages in their ELA test booklets. The TA may remind students that the final draft must be on the correct pages to be scored.

TAs should remind students to complete all questions in the Day 1 section of the ELA test. In addition to the “Time to Write” composition, students in grades 6–8 must also read passages and respond to multiple-choice questions. The TA may say to the class “Remember to continue working until you come to the stop sign.”

It is not permissible, however, to stop and read test items or students’ responses in their test booklets/answer documents or to indicate to students that they should change their answers in any way. TAs should **not** look through the students’ test booklets/answer documents after they are turned in to make sure that all questions were answered.

TESTING NOTIFICATION

DTCs and STCs should make sure that students and their parents or guardians are notified about the testing schedule. All parents should be told in advance the dates and times each subject will be administered.

Parents should be notified, **in advance**, of any special conditions that will apply to the testing of their children.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

TESTING DAYS AND HOURS

As stated in the State Board Regulations, all schools must administer tests on the test dates specified by the SDE. Districts should determine policies for the testing hours in their schools. Testing may begin at any time during school hours that allows sufficient time for students to complete the assigned test. For example, a test could begin at 1 PM providing that school hours continue to 3 PM or later. All sets of schools (elementary or middle) within a district should begin testing at a similar hour if possible.

APPROPRIATE ENVIRONMENT

Planning for and providing an appropriate test setting is essential. The following are some considerations for ensuring that all students have an equal opportunity to perform their best on the PACT.

- Students should be tested in rooms that have good lighting, adequate ventilation, and sufficient space.
- Schools are strongly encouraged to avoid large-group administrations in settings such as the library or cafeteria. To minimize distractions, schools are advised against multi-grade level testing sessions – i.e., administering grade 3 and grade 4 mathematics tests in the same testing session.
- Testing in a familiar classroom setting should reduce test anxiety for students and should simplify test security.
- Freedom from interruptions or distractions is important to any testing environment; the classroom should be quiet. A “Do Not Disturb” sign is included in **Appendix E** of the *TAM*; it may be removed from this manual and taped to the outside of the classroom door.
- Word walls must be taken down or covered during any type of testing. Any other subject-related materials must be covered or removed from the walls, doors, windows, student desks, floors, ceilings, or windows before test administration begins.
- The PACT is not a timed test. Therefore, students should be given as much time as they need to complete each section of the test. Since some students may take a much longer time period to finish testing than other students, districts should develop guidelines for schools to follow regarding what TAs may tell students who have completed and turned in their test for that day.
- The length of time the school can allow a student to continue working on a test is dependent upon the student, the testing situation, and the information available to the TA. As long as the student actively works on items (e.g., bubbling responses, writing, and working out problems), the TA must allow the student to continue with the test.
- District policy should dictate whether staying after school to administer or take tests is an acceptable option. PACT tests, however, must begin and end on the same day unless the student has an IEP specifying administration of a single test over several days.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

MAKE CONTINGENCY PLANS FOR DISRUPTIONS DURING TESTING

Make contingency plans for unexpected disruptions. Schools should have policies and procedures in effect for classroom disturbances that interrupt testing. TAs should know how to handle disruptions such as unruly students, students arriving to school late, parents wanting to pick-up children during the test period, etc.

FIRE DRILLS, BOMB THREATS, POWER FAILURE, STORMS, DEATH

If a **fire drill or bomb threat** occurs during testing, the TAs should collect the booklets and other secure materials as the students file out of the room. The TA can keep the booklets secure by taking them outdoors or locking them in a secure location within the classroom.

When a **power failure** occurs, notify the Office of Assessment of the school(s) affected by the disruption. If the power failure occurs early in the day, wait a reasonable amount of time to determine if testing can begin or resume on that day. If power is off for several hours, reschedule the test administered that day to one of the make-up days. The remaining tests should be administered as scheduled. The test can also be re-scheduled to the field test day, however, the field test must be administered on a make-up day.

In the case of the death of a student, teacher, or a school administrator, call the Office of Assessment to discuss possible testing day changes.

TESTING IRREGULARITIES

Often incidents occur during testing that may impact a student's score. Testing irregularities are defined as any situation that interferes with the usual or prescribed testing procedure as specified in the *TAM*. For example, a student may become ill or a disruptive student may disturb classmates taking the test.

STCs and DTCs need to be informed of these situations so that a decision can be made regarding the validity of the student's score. The *Test Irregularity Form*, found in **Appendix E** of the *TAM*, is provided for this purpose.

TAs should report any incident on the form that is believed to significantly affect a student's score. It is not necessary to record minor incidents such as a sleeping student, a day dreaming student, a student reading aloud, or accidental noises such as a garbage truck or the Public Address system.

STCs, in conjunction with the DTC, should collect and review the irregularities to determine if the school or district should take further action. Some irregularities may necessitate the invalidation of test scores or the addition of an explanation to a student's record. If the decision is to invalidate a student's score, remember to place a Do Not Score label on the test booklet/answer document.

Each DTC must keep the Test Irregularity Forms on file for one year. **Do not send these forms to DRC.**

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STUDENT CHEATING

When cheating is suspected, the school should follow policies and procedures established by the district for investigating and documenting this type of incident. If cheating is confirmed, the STC may choose to place a **Do Not Score label** on the student's test booklet/answer document before it is returned to DRC. The STC should also attach a note to the student's score report indicating the violation and stating that the specific scores may not be representative of the student's achievement. It is not necessary to report student cheating to the SDE.

STUDENT ILLNESS OR HOSPITALIZATION

Students who are described by a doctor as "physically and/or mentally unable to test" or "medically unable to attend school" during regular and make-up testing should be added to the "Students Not Tested on PACT Report." Be sure to request the proper medical documentation from the parents following the Guidelines provided by the Office of Research in their 2006 memo. Place a **Do Not Score label** on each of the student's test booklets and answer documents before they are returned to DRC.

STUDENT INJURY

Students who suffer injuries may be scheduled for make-up testing if the student's condition warrants this delay. If a student cannot write or bubble answers because of an injury, such as a broken arm, the student may follow any of the options listed as an accommodation in **Appendix C** of the *TAM*. These accommodations include changing the setting, timing, scheduling, presentation, or using one of the alternative response options. For example, some students find it easier to use a computer to type responses when they have a broken finger, broken wrist, or a broken arm. Other alternatives include having the student indicate the answer choices non-verbally (pointing) or dictating responses to a qualified individual. In each case, the TA and STC should follow the guidelines set forth in **Appendix C**.

STUDENT BECOMES ILL DURING TESTING

If a student is nauseated, vomits, bleeds, or displays other severe distress symptoms, the following guidelines offer appropriate actions for the TA and the STC to implement as needed. For any of these situations, document the incident in the student's records, indicating that the specific scores may not be representative of the student's achievement.

DOCUMENTATION PROCEDURES

1. The TA should excuse the sick student from the testing room. The TA should not leave the room. If possible, send a monitor to accompany the child to the restroom, nurse's office, or other sick room.
2. If necessary, school procedures for dismissing students from the room should be followed as specified by school policies and procedures. Students should take a supervised break until the sick child is situated and the student's desk and the classroom have been cleaned. The determination to remove students from the classroom depends on the severity and the timing of the sickness. If available, students could be moved to another classroom to complete the test.

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3. The TA can retrieve and save the student's test booklet/answer document for further use if it was not severely damaged. Reusable test booklets/answer documents are those that can be scanned by a machine and therefore scored.
4. It is acceptable to transfer student responses from the damaged test booklet/answer document to a new test booklet/answer document (obtained from the school overage) if the transcription can be accomplished in a safe, supervised, and secure manner.
5. The TA should return the partially completed test booklet/answer document to the STC, sign in the test booklet/answer document, and add the sick student's name to the make-up roster.
6. Damaged test booklets/answer documents should be destroyed or disposed of in a secure manner, (e.g., shredding, burning) and this action must be documented on the Security Checklist so that test integrity is maintained at all times.
7. If a new test booklet is needed during make-up testing, obtain the appropriate grade level and subject booklet (and answer document, if applicable) from school overage, remembering to sign the materials "out" and "in" on the security checklist at the appropriate times. The security number of the new test booklet/answer document must be entered in the appropriate place on the security checklist.
8. Remember to place an OVERRIDE LINKING label on the new test booklet/answer document and handcode all student demographic information. Override linking labels must be applied to all other test booklets/answer documents for this student. Follow the directions given in **Appendix A** of the *TAM*.

TRAINING REQUIREMENTS

The *PACT TAM* and the *District Test Coordinator's Supplement* provide the guidelines and the procedures that each DTC will follow for test security, receipt and return of test materials, and training of all STCs as well as test administrators (TAs) and monitors.

- DTCs **must attend** the spring pretest workshop presented by DRC and the SDE to receive training on test security procedures, the receipt and return of test materials, and other policies and procedures regarding the administration of the PACT. STCs may also attend this workshop.
- DTCs must read the *TAM* and become familiar with its contents.
- All *TAMs* should be distributed to STCs and TAs at least one week in advance of the testing window so that they have sufficient opportunity to become knowledgeable of all policies and procedures. STCs and TAs should retain copies of the *TAM* for use throughout the testing period. **Appendix F** of the *TAM* is a tear-out section for monitors.
- DTCs are responsible for ensuring that all STCs, TAs, and monitors are **trained** and aware of all test security laws, regulations, return and receipt of materials, and all administrative policies and procedures.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

- DTCs must conduct training sessions for all STCs. STCs **must** be certified employees of the district and they must be knowledgeable about security, coding, administration, and return procedures.
- DTCs or STCs **must** hold training sessions for TAs (including substitutes) and monitors. Training sessions should cover test security, coding, administration, and return procedures.

TEST SECURITY FORMS

All persons associated with test administration should read and understand the testing policies and procedures given in the *TAM* and **must sign** an *Agreement to Maintain Test Security and Confidentiality* form. Lack of knowledge regarding the test security policies and procedures does not excuse any test security irregularities and test security violations.

Confidentiality forms must be collected by the DTC and retained in the DTC's office for a period of three years.

TEST MATERIALS

- All test booklets/answer documents, *SAMs*, *OASs*, and all customized materials are secure documents.
- Students will mark or write their responses directly in the ELA and mathematics test booklets. Answer documents will be used for science and social studies. Students must mark their responses for these subjects on the back of the answer documents.
- If a TA needs additional secure test materials, the STC must supply those materials. Secure test materials cannot be exchanged among TAs without checking those materials in and out with the STC and documenting the exchange on the School Security Checklist.
- Districts will be held responsible for missing materials. Provide an explanation on the School Security Checklist for any secure test materials that are not received or not returned to DRC.
- Remind the STCs to record the student name assigned to each test booklet/answer document not printed on the School Security Checklist.
- To prepare for an **oral administration**, the TA may review the *Secure Administration Manual (SAM)* or the *Oral Administration Script (OAS)* during a supervised session conducted by the STC. The session may occur up to 48 hours prior to the administration of the subject area test. The review session must be held at the school with no students present and must comply with all test security procedures. For information regarding the review of *Signed Administration Scripts*, refer to **Appendix C**.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

Receipt of Test Materials

The test materials are packaged by school, except for district overage materials, and shipped to the DTC.

- Select a secure storage space for the test materials.
- Move materials beyond the drop site to a secure location. The shipping representatives will only deliver materials directly inside the door of the specified shipping site.
- Save the original shipping boxes for returning test materials.

Inventory Test Materials

1. Confirm the total number of district and school boxes received with the number indicated on the last box. District administrative materials will be packaged in the last box of the district's shipment. This box will be identified by a round green "District Materials Enclosed" sticker on all four sides of the box.
2. Use materials such as the School Box Range Sheet to account for the total number of boxes specified for each school.
3. Call DRC if any boxes are missing or if you receive boxes that should have been delivered to another district. If you receive materials for a school that is not testing, you should return the materials to DRC with your other schools' materials **after** testing.
4. Make arrangements for the distribution of test materials to each school.
5. Verify the contents of the district overage boxes by comparing ranges of security numbers on the security range sheets with those listed on the District Overage Security Checklist and packing lists (found in the last box). The numbers on the range sheets are visible through the shrinkwrapped packages.
6. You should not open packages of secure shrinkwrapped materials that you will not be using. Return the unused secure materials to DRC in unopened packages; DRC will check in the materials as returned.
7. Distribute test materials for **home school students** (including home school override linking labels) as needed. Refer to **Appendix A** of the *TAM* for instructions regarding the use of the labels.
8. After all schools have inventoried their materials, notify DRC via fax or e-mail if any secure materials are missing.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

Resolving School Shortages

- Use district overage for schools that did not order sufficient materials. Sign out these materials using the District Overage Security Checklist.
- You may transfer customized and overage test booklets assigned to one school to another school within your district. Complete an **Intra-District Transfer** form (page 31) and fax it to DRC. DTCs should keep the original form for their records.
- School-specific materials such as override linking labels, class sheets, school/grade headers, and return shipping labels may **not** be transferred to another school. These materials must be ordered for a specific school.
- If you open a shrinkwrapped package of materials, you must remove each test booklet/answer document from the pack and discard the shrinkwrap. Overage test booklets/answer documents without a label will be checked in as unused and will not be scored.
- If the quantity of district overage materials is insufficient to cover shortages or if more school-specific materials are needed, the **DTC** should complete and fax the appropriate **additional materials request form** to DRC using the procedures found on pages 25–29. The deadline for ordering additional materials is May 19.
- Check with all schools in your district before placing an order for additional materials so that only one order is necessary.
- Once additional materials are received, record the security numbers of all secure materials on the District Overage Security Checklist in the section titled **ADDITIONAL SECURE MATERIALS RECEIVED FROM THE CONTRACTOR**.

Administrative Procedures

- Work with the STCs to determine whether to use test materials with rips, folds, creases, and poor print quality or other types of irregularities. Call DRC if there are any questions about whether damaged materials should be used.
- Create a district security file to store pink copies of all security checklists, signed Test Security Agreements, and all documentation from STCs regarding any test security violations or testing irregularities. Keep the testing irregularity forms on file for three years. Do not send the forms to the SDE or DRC.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

RETURN SHIPMENT 1—USED ELA & MATH TEST BOOKLETS DEADLINE FOR RETURN: MAY 15, 2006

The materials in Return Shipment 1 are to be returned via Manna Freight Systems.

Follow these procedures to return **all used ELA and math test booklets**. Every school will return test booklets in Return Shipment 1.

1. **Collect** the box(es) of used test booklets from the STCs.
2. **Confirm** that the box(es) contains only used ELA (both day 1 and day 2) and math test booklets. If an ELA test booklet is returned before a student completes both ELA Day 1 and ELA Day 2 in the same test booklet, the STC should contact the DTC **immediately** and provide the following information:
 - School name,
 - Student name, and
 - Security number of the returned test booklet.

The student must make up the Day 1 or Day 2 portion of the ELA test by using a booklet from overage. The STC should apply an ELA override linking label to the test booklet and send it immediately to the DTC in a separate envelope.

Immediately contact DRC with the information noted above. DRC will provide instructions on how to return the make-up test booklet. Upon timely receipt of the appropriate information, DRC will make every attempt to merge the student responses into one booklet.

3. **Ensure** that each box has a lilac or gray return shipping label affixed. The return labels contain barcodes identifying the school. DO NOT allow schools to share return shipping labels. If you need additional labels, contact DRC.
4. **Verify** that the STC has marked box __ of __ being returned to the DTC.
5. **Separate** the boxes into two groups according to the color of the return shipping label— either lilac or gray.
6. **Keep** all boxes for a school together.
7. **Keep** the materials secure until the shipper arrives on Monday, May 15, 2006.
8. By Thursday, May 11, 2006, **schedule** a pick-up of test materials through the Manna Freight Systems Web site at www.ReShip.biz. (If you prefer to schedule your pick-up by telephone, contact a Manna Customer Service Representative at 1-800-840-9965.)
 - **Go** to the Web address www.ReShip.biz

DISTRICT TEST COORDINATOR'S SUPPLEMENT

- **Enter** your project, username, password, and click the login button. Your project is PACT. Your username and password are the same: SC followed by your four-digit district number (BEDS code). Example:
Project: PACT
Username: SC0000
Password: SC0000
- **Click** “Menu” in the upper left corner.
- Then, **click** the “Go” button.
- **Place** a checkmark inside each checkbox in the “Confirm” column that corresponds to the label color of the boxes being returned (either lilac or gray).
- **Select** the pick-up date from the drop-down menu in the “Ready Date” column for each line that is being confirmed.
- **Verify** that the number in the “Pieces” column on the screen equals the approximate number of boxes with lilac return shipping labels and gray return shipping labels, if applicable. Adjust the numbers as necessary by entering the new number in the appropriate box.
- Then, **click** the “Continue” button.
- **Click** the link “Print Delivery Receipt” displayed on the screen. Print two copies of the delivery receipt. Keep one copy for your records and give the other copy to Manna when they pick up your materials. Manna will use the delivery receipt to confirm the number of boxes being sent to DRC. Click the back button to print additional delivery receipts.
- If you have any questions or have issues accessing the Manna Web site, contact a Manna Customer Service Representative at 1-800-840-9965.

9. **Store** the boxes in a secure place until the shipper arrives.

Note: The Manna Freight driver will verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported.

The driver will not wait for your materials or return for them later that day if they are not ready when he or she arrives.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

RETURN SHIPMENT 2—ALL OTHER MATERIALS DEADLINE FOR RETURN: MAY 24, 2006

The materials in Return Shipment 2 are to be returned via Manna Freight Systems.

You should receive the following materials from each STC:

- school boxes of secure test materials,
- an envelope of school/grade header sheets and class sheets,
- an envelope of School Security Checklists,
- test booklets/answer documents for home school students, and
- pink copies of the School Security Checklists.

School Boxes


Do not allow schools to share return shipping labels. If you need additional labels, contact DRC.

1. **Check** school boxes to ensure that the STC has applied a lilac or gray return shipping label to each box containing operational materials and an ivory return shipping label to each box containing field test materials. The return labels contain barcodes identifying the schools and test materials (operational or field test).
 - lilac and gray return shipping labels = PACT operational materials
 - ivory return shipping labels = PACT field test materials
2. **Verify** that the STC has marked box ___ of ___ being returned to the DTC.
3. **Separate** the boxes into three groups according to the color of the return shipping label—lilac, gray, or ivory.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

Home School Materials

1. **Collect** all **used** test booklets/answer documents for home school students from the STCs.
2. **Make sure** a home school override linking label has been completed and placed on each student's used test booklet/answer document cover. Ensure that the linking label indicates "Home School" for the school name. (See sample below.)

^ ALIGN TOP OF LABEL ^	
APPLY TO <u>MATH</u> TEST BOOKLET	
Student Name:	_____
Student ID:	_____
Date of Birth:	_____
Teacher Name:	_____
School Name:	<u>Home School</u>
District Name:	<u>MIDDLEVILLE</u>
	
L5206051 0375633 4	

Make sure that all necessary demographic coding has been completed. If a home school student used accommodations and modifications, make sure the accommodation and modification codes are completed on the test booklet/answer document cover.

Failure to code these fields may result in inaccurate scoring of the test. Rescores will be at the district's expense.



3. **Make sure** all student typed responses and responses written on bold-line paper are placed inside the front cover of the appropriate form A test booklets. These test booklets should be placed in the envelope labeled "Special Handling Response Envelope." Do not include customized test booklets in this envelope. See page C-23 of the *TAM* for more information.
4. **Do not separate** materials by the schools where students were tested.

District Boxes

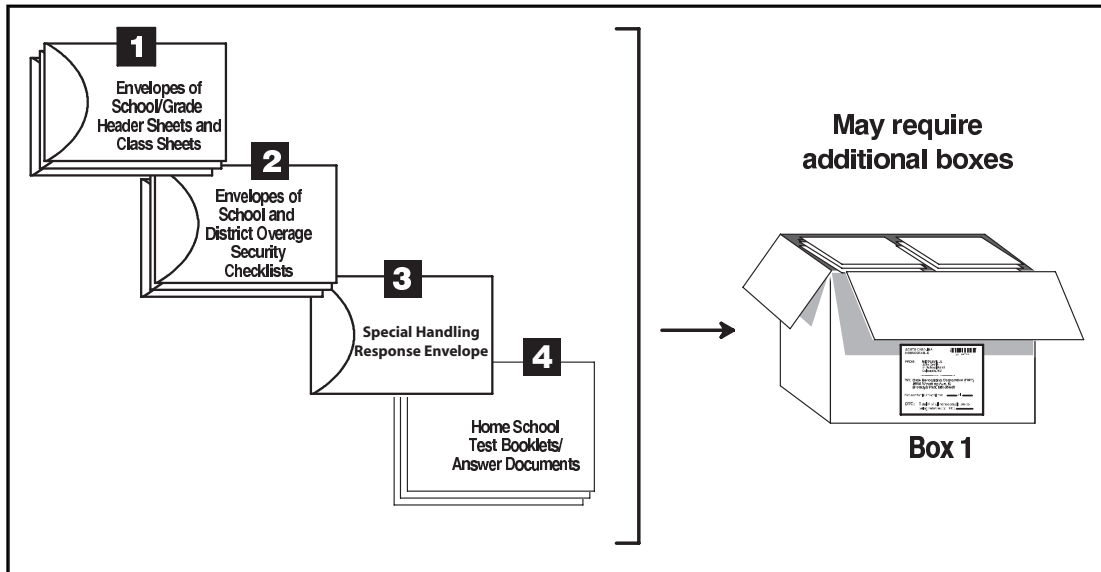
Materials needed: original shipping box(es) and gray return shipping label(s).

1. **Place** all envelopes containing school/grade header sheets and class sheets at the top of Box 1.
2. **Make sure** that all information on the District Overage Security Checklist is complete and accurate. Place the white copy of the District Overage Security Checklist in the envelope labeled "Place District Overage Security Checklists in this Envelope." Retain the pink copy of the form for your district security file.


Place all envelopes containing School Security Checklists along with the District Overage Security Checklists in Box 1.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

3. **Place** the envelope labeled “Special Handling Response Envelope” in Box 1, if applicable.
4. **Package** all home school test booklets/answer documents in Box 1.
5. **Package** all secure district overage materials in the original shipping boxes. If you signed secure district overage materials out to a school, those materials will be returned in that school's box(es).



6. **Place** newspaper or other packing materials at the top of each box, if needed, to keep materials immobile during transit.
7. **Securely seal** the boxes and place a gray return shipping label on each box. (See sample below.)

SOUTH CAROLINA	FOR DISTRICT USE ONLY
FROM: MIDDLEVILLE MR. JAMES J. GARNER 1234 OAK STREET COLUMBIA, SC 29212	
TO: Data Recognition Corporation (DRC) 8900 Wyoming Ave. N. Brooklyn Park, MN 55445	
	
R52060500000002	

DISTRICT TEST COORDINATOR'S SUPPLEMENT

8. By Monday, May 22, 2006, **schedule** a pick-up of test materials through the Manna Freight Systems Web site at www.ReShip.biz. (If you prefer to schedule your pick-up by telephone, contact a Manna Customer Service Representative at 1-800-840-9965.)

- **Go** to the Web address www.ReShip.biz
- **Enter** your project, username, password, and click the login button. Your project is PACT. Your username and password are the same: SC followed by your four-digit district number (BEDS code). Example:
Project: PACT
Username: SC0000
Password: SC0000
- **Click** “Menu” in the upper left corner.
- Then, **click** the “Go” button.
- **Place** a checkmark inside each checkbox in the “Confirm” column that corresponds to the label color of the boxes being returned (either lilac, gray, or ivory).
- **Select** the pick-up date from the drop-down menu in the “Ready Date” column for each line that is being confirmed.
- **Verify** that the number in the “Pieces” column on the screen equals the approximate number of boxes with lilac return shipping labels, gray return shipping labels, and ivory return shipping labels, if applicable. Adjust the numbers as necessary by entering the new number in the appropriate box.
- Then, **click** the “Continue” button.
- **Click** the link “Print Delivery Receipt” displayed on the screen. Print two copies of the delivery receipt. Keep one copy for your records and give the other copy to Manna when they pick up your materials. Manna will use the delivery receipt to confirm the number of boxes being sent to DRC. Click the back button to print additional delivery receipts.
- If you have any questions or have issues accessing the Manna Web site, contact a Manna Customer Service Representative at 1-800-840-9965.

9. **Store** the boxes in a secure place until the shipper arrives.

Note: The Manna Freight driver will verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported.

The driver will not wait for your materials or return for them later that day if they are not ready when he or she arrives.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

GENERAL INSTRUCTIONS

- After testing, add the **pink copies** of the District Overage and School Security Checklists, as well as **explanations** for any materials that were not returned, to your district security file.
- Send copies of any documentation relating to potential invalidations of an entire class, school, or district to the SDE.
- The *TAM* gives specific instructions to follow for documenting and reporting testing irregularities. Please refer to the *TAM* for these guidelines.

NONSECURE MATERIALS

Do not return nonsecure materials (see list below) to DRC. The STC and DTC should arrange for these materials to be stored or discarded (e.g., thrown in the trash, recycled).

- *District Test Coordinator's Supplements* and *TAMs*—retain several copies of the manuals after testing for reference purposes.
- Rulers, protractors, and reference sheets—keep these items for use after testing.
Note: Rulers, protractors, and reference sheets should be collected and used for the mathematics field tests (if applicable).
- Unused school/grade header sheets and class sheets—discard these materials.
- Make-up rosters—retain these until test results are received.

ALERT PAPERS

Occasionally, student responses contain references to alarming or objectionable subject matter. Such references may include but are not limited to bullying, suicide, domestic violence, student mutilation, and parental abuse. As these responses are identified, DRC sends the SDE a copy of the offending content. The SDE personnel will fax this information to the student's school, requesting that the school's guidance counselor take appropriate action.

COMMENTS

The SDE values your feedback and reviews all comments. The PACT program has been enhanced based on DTC's suggestions. Go to www.drcsurveys.com/PACTcomments between May 8 and May 31 to complete an online survey and submit comments regarding PACT.

QUESTIONS

Should you need further assistance or have questions regarding the return of your materials, contact the DRC South Carolina Project Team Monday through Friday from 7:00 AM to 6:00 PM Eastern Time at 1-800-451-7834.

2006 PACT
ADMINISTRATIVE ADDITIONAL MATERIALS ORDER FORM
DATA RECOGNITION CORPORATION
13490 BASS LAKE ROAD, MAPLE GROVE, MN 55311
PHONE: 1-800-451-7834 FAX: 1-866-237-9314

REASON FOR REQUEST		
_____ Additional Order	_____ Packaging Error	_____ New Student
_____ Damaged Materials	_____ IEP Change	_____ Other

ADMINISTRATIVE MATERIALS—SCHOOL SPECIFIC			
<u>School Name/BEDS Code</u>	<u>Qty</u>	<u>School Name/BEDS Code</u>	<u>Qty</u>
_____	_____ Override Linking Labels	_____	_____ Return Shipping Labels
_____	_____ Override Linking Labels	_____	_____ Return Shipping Labels
_____	_____ Override Linking Labels	_____	_____ Return Shipping Labels
_____	_____ Override Linking Labels	_____	_____ FT Rtn Shipping Labels
_____	_____ School/Grade Header	_____	_____ Class Sheet
_____	_____ School/Grade Header	_____	_____ Class Sheet
_____	_____ School/Grade Header	_____	_____ Class Sheet
_____	_____ School/Grade Header	_____	_____ Class Sheet
_____	_____ Rough Draft Envelopes		

ADMINISTRATIVE MATERIALS	
_____ Rulers (Packs of 25)	_____ District Test Coordinator's Supplement
_____ Protractors (Packs of 25)	_____ Test Administration Manual
_____ Large Print Rulers	_____ Reference Sheets—Grade 6 (indicate A, LP, or Br)
_____ Large Print Protractors	_____ Reference Sheets—Grade 7 (indicate A, LP, or Br)
_____ Paper Bands (Packs of 10)	_____ Reference Sheets—Grade 8 (indicate A, LP, or Br)
_____ Do Not Score Labels (Salmon, sheets of 8)	_____ Return Shipping Boxes
_____ FT Do Not Score Labels (Blue, sheets of 8)	

DISTRICT INFORMATION	
DTC Name: _____	
District Name: _____	
Phone Number: _____	Date Ordered: _____
District Test Coordinator's Signature: _____	



**2006 PACT
DIRECTIONS
ADMINISTRATIVE ADDITIONAL MATERIALS ORDER FORM**
DATA RECOGNITION CORPORATION
13490 BASS LAKE ROAD, MAPLE GROVE, MN 55311
PHONE: 1-800-451-7834 FAX: 1-866-237-9314

Only District Test Coordinators (DTCs) can place orders.

Use this form for ordering additional administrative materials. Districts **will not** be charged for these materials.

1. Complete the following fields on this form:
 - Mark the reason for the request.
 - If ordering school-specific administrative materials, write each school's name and the BEDS code in the appropriate place and indicate quantity needed.
 - If ordering administrative materials (not school-specific), indicate quantity needed. **Note: Some items come in packs, e.g., a quantity of "1" for rulers means that one pack of twenty-five rulers will be sent.**
 - District Test Coordinator's Name
 - District Name
 - Phone Number
 - Date Ordered
2. Sign the form.
3. Fax the completed form(s) to the **DRC South Carolina Project Team at 1-866-237-9314.**
4. Requests for additional materials received before 2:00 P.M. Eastern Time will be processed the same day, contingent upon the volume of orders received that day. Orders received after this time will be processed the next business day. Orders will be processed as they are received. All orders will be shipped via UPS.
5. It is not necessary to include a shipping address; orders will be shipped to the address where the original test materials were shipped.
6. After the order has been processed, you will receive a fax confirmation that the order has been placed. **If you do not receive a confirmation within 24 hours after you faxed your order, please call the DRC South Carolina Project Team immediately at 1-800-451-7834.**



Directions: Enter information in the table below for student-level and teacher-level additional material orders. A student name must be associated with each material type ordered. A materials list along with the cost per form are listed on the following page. Fax this form to the **DRC South Carolina Project Team at 866-237-9314**. Keep a copy for your records.

L = English Language Arts, M = Math, S = Science, T = Social Studies

[illegible]

District Information	
DTC Name:	_____
District:	_____
Phone Number:	_____ Date Ordered: _____
<i>I certify that the information submitted is accurate.</i> District Test Coordinator's Signature: _____	

Payment Information
Purchase Order Number: _____
OR
Check Number: _____



2006 PACT DIRECTIONS
STUDENT/TEACHER-LEVEL ADDITIONAL MATERIALS ORDER FORM
 Data Recognition Corporation
 13490 Bass Lake Road, Maple Grove, MN 55311
 Phone: 1-800-451-7834 Fax: 1-866-237-9314

Only District Test Coordinators (DTCs) can place orders.

Once the school and district coverage has been used, complete this form to order additional student-level or teacher-level materials. Districts may be charged for these materials. Fax the completed form to the DRC South Carolina Project Team at 866-237-9314.

A	B	C	D	E	F	G	H	I	J	K	L	M
School BEDS Code	Reason for Request	Student's Name (for both student materials and TA level materials)	Student's SASI Number	Student's Enrollment Date	Grade Level Tested	IEP/504 Category, if applicable	Subject (circle all that apply)	Form Type	Material Type	Number of Forms (per row)	Cost per Form	Total Cost (per row)
Input BEDS Code	A, D, I, N, P	First Name MI Last Name	Input 12 digit ID	1-8	1-8	L M S T	L M S T	A, LL, LP, BR, H	Test Booklet, OAS, SAM, etc.	(per row)		
0160-100	A	Student Name #1	123456789097	12/15/2005	5	N/A	L M S T	LP	Test Booklet	1	\$15.00	\$15.00
0160-100	A	Student Name #1	123456789097	12/15/2005	3	N/A	L M S T	LP	Test Booklet	3	\$15.00	\$45.00
0160-200	D	Student Name #2	999999999999	11/30/2005	8	N/A	L M S T	A	OAS	1	N/A	\$0.00
TOTAL											\$60.00	

School BEDS Code (Block A)	Input the BEDS Code for the school that will be using the materials.
Reason for Request (Block B)	Input a code from the following list that indicates the reason for the material order: A = Additional Order - the materials were not ordered during precode or online enrollment, and the materials are not for a new student. The district will be charged for these materials. D = Damaged Materials - the materials were damaged when they arrived in the district. The district will not be charged for these materials. I = IEP Change - the student's IEP changed after precode and online enrollment was complete. The district will be charged for these materials. N = New Student - the materials are being ordered for a student who was enrolled after the March update file was submitted. The district will not be charged for these materials. P = Packaging Error - the materials were ordered during precode or online enrollment, but did not arrive in the districts. The districts will not be charged for these materials.
Student's Name (Block C)	Input the first name, middle initial, and last name for the student who will be using the materials. A student name must be submitted for all additional material orders.
Student's SASI Number (Block D)	Input the 12 digit SASI number of the student who will be using the materials.
Student's Enrollment Date (Block E)	Input the student's enrollment date.
Grade-Level Tested (Block F)	Input the grade level associated with the materials being ordered. For example, if a 5th grade student will be taking a grade three test, input the number '3' in this field.
IEP/504 Category (Block G) Input the student's IEP/504 category in this field, if applicable.	
Subject (Block H) Circle the subject(s) for the materials being ordered. A total of four materials can be ordered on one row if the grade-level tested and the form type is the same for all four subjects. L = English Language Arts M = Math S = Science T = Social Studies	
Form Type (Block I)	Using the 2006 PACT Additional Materials List as a reference, input the form type needed.
Material Type (Block J)	Using the 2006 PACT Additional Materials List as a reference, input the material type needed.
Number of Forms (Block K)	Input the total number needed for each row.
Cost per Form (Block L)	Using the 2006 PACT Additional Materials List as a reference, input the cost per form. Input 'NA' if this material is not a chargeable item.
Total Cost (Block M)	Multiply Block K by Block L and input the results. Input \$0.00 if this material is not a chargeable item. Calculate the TOTAL.
District Information Box	Input the DTC Name, District, Phone Number, and Date Ordered on the appropriate lines. Then, sign the completed form.
Payment Information Box	Indicate the method of payment. Either a purchase order number or a check number is required before the order will be processed.



2006 PACT Additional Materials List

Directions: Use these form types, material types, and costs to complete the 2006 PACT Student/Teacher-Level Additional Materials Order Form.

L = English Language Arts, M = Math, S = Science, T = Social Studies

Materials for PACT Operational					
Form Type	Material Type	Grades Available	Subjects Available	Cost per Subject/Form	
Form A (A)	Test Booklet	1-8	L, M, S, T	\$6.00	
Form A Loose-Leaf (LL)	Test Booklet	1-8	L, M, S, T	\$10.00	
Form A Large-Print (LP)	Test Booklet	1-8	L, M, S, T	\$15.00	
Braille (BR)	Test Booklet	1-8	L, M, S, T	\$42.00	
Form H (H)	Test Booklet	1-8	L, M, S, T	\$6.50	
Form A	Answer Document	3-8	S, T	No Charge	
Form A (may also be used for LL or LP)	Oral Administration Script (OAS)	1-8	L, M, S, T	\$15.00	
Form A (may also be used for LL or LP)	Audio CD-ROM	5-8	L, M, S, T	\$20.00	
Braille	Oral Administration Script (OAS)	1-8	L, M, S, T	\$12.00	
Form H	Signed Administration Script (SAS)	1-8	L, M, S, T	\$12.00	
Form H	Pidgin Signed English Videotape	1-8	L, M, S, T	\$28.00	
Form A, Braille, or Form H	Secure Administration Manual (SAM)	1-2	L	No Charge	
Form A, Braille, or Form H	Secure Administration Manual (SAM)	1-3	M	No Charge	
Form A, Braille, or Form H	Secure Administration Manual (SAM)	3	S, T	No Charge	

Materials for PACT Field Test				
Form Type	Material Type	Grades Available	Subjects Available	Cost per Form
Form B, C, D, or E	Test Booklet	3-8	L, M, S, T	No Charge
Form B, C, D, or E	Answer Document	3-8	S, T	No Charge
Form B, C, D, or E	Secure Administration Manual (SAM)	3	M, S, T	No Charge

INTRA-DISTRICT TRANSFER OF SECURE PACT MATERIALS



DATE: _____

DISTRICT NAME: _____

MATERIAL NAME:

SECURITY NUMBER:

ORIGIN SCHOOL

SCHOOL NAME: _____

SCHOOL BEDS CODE: _____

SCHOOL TEST COORDINATOR NAME: _____

SCHOOL TEST COORDINATOR SIGNATURE: _____

DESTINATION SCHOOL

SCHOOL NAME: _____

SCHOOL BEDS CODE: _____

SCHOOL TEST COORDINATOR NAME: _____

SCHOOL TEST COORDINATOR SIGNATURE: _____

DISTRICT TEST COORDINATOR SIGNATURE: _____

**PLEASE FAX TO
THE DRC SOUTH CAROLINA PROJECT TEAM AT
1-866-237-9314**

*Documents transferred without the use of this form will be the responsibility of the
school that originally received the materials.*

This sheet may be photocopied.



PACT RESCORE REQUEST FORM

Data Recognition Corporation
13490 Bass Lake Road, Maple Grove, MN 55311
Phone: 1-800-451-7834 Fax: 1-866-237-9314

Directions: Return this form along with a check made payable to Data Recognition Corporation. There is a \$90.00 fee per subject, per student to perform a rescore, plus an additional \$140 research fee per school. All information requested must be complete and a check must be enclosed to initiate a rescore request. Please print or type the information requested below, and make sure to keep a copy for your records.

District Test Coordinator Information

District: _____ DTC Name: _____
 Telephone: _____ Fax: _____

Student Information

Name: _____ Date/Test Administration: _____
 Student ID: _____ Gender: _____ Grade-Level Tested: _____
 School Where Student Was Tested: _____ Home School: Yes _____ No _____

Rescore(s) Information

Check test(s) to be rescored. Enter original reported score. Check original test form or version used.

TEST	SECURITY #	SCORE	ORIGINAL FORM/VERSION	RESCORE FORM/VERSION
<input type="checkbox"/> ELA:	_____	_____	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H
<input type="checkbox"/> Mathematics:	_____	_____	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H
<input type="checkbox"/> Science:	_____	_____	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H
<input type="checkbox"/> Social Studies:	_____	_____	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H
			<input type="checkbox"/> Alternative Scoring-ELA? Yes _____ No _____	<input type="checkbox"/> Alternative Scoring-ELA? Yes _____ No _____

Justification for Rescore(s)

Provide a rationale for the rescore(s) being requested. (Additional pages may be attached.)

DRC USE ONLY

District/School Codes: _____ Security # _____ B# _____ S# _____ L# _____ WP# _____ Score _____

District Test Coordinator's Signature and Date _____

DIRECTIONS FOR COMPLETING PACT RESCORE REQUEST FORM

1. Make copies of this form for future use.
2. Complete all portions of the form.
3. Sign and date the form.
4. Keep a copy of the request for your records.
5. Each rescore request must be accompanied by a completed PACT Rescore Request Form with a purchase order or a check payable to Data Recognition Corporation (DRC). Mail the completed form and purchase order or check to:

South Carolina Project Management Team
Data Recognition Corporation
13490 Bass Lake Road
Maple Grove, MN 55311

IMPORTANT INFORMATION

- If the student's score changes as a result of the rescoring, the check will be returned to the DTC. However, if the score changes as a result of a coding or labeling error on the part of the local school or district (e.g., an override linking label not placed on test booklet/answer document, the test booklet/answer document should have been coded for alternative scoring and was not), DRC will retain the fee.
- You will be notified in writing of the rescore results. Due to time and resource requirements in compiling and scoring student responses (i.e., multiple-choice, constructed-response, or extended writing), please allow two weeks for rescore results.
- **DRC will begin processing your request upon receiving a faxed copy of the PACT Rescore Request Form and a purchase order or check. Scores will not be released until DRC receives the original form and payment.**

SPRING 2006 PACT REPORT SCHEDULE

REPORT	DELIVERY DATE
Districts Receive Preliminary Below Basic Reports: Grades 5 & 8	6/16/2006
Districts Receive Preliminary Below Basic Reports: Grades 4 & 6	6/30/2006
Districts Receive Preliminary Below Basic Reports: Grades 3 & 7	7/14/2006
Districts Receive CD-ROM: Grades 5 & 8	6/26/2006
Districts Receive CD-ROM: Grades 4 & 6	7/10/2006
Districts Receive Final CD-ROM: All Grades	7/31/2006
Districts Receive Index Report CD-ROM	7/31/2006
Districts Receive ISRs and Student Labels	8/23/2006
Districts Receive Summary Reports and Rosters (Paper Copies)	8/23/2006

The South Carolina Department of Education does not discriminate on the basis of race, color, national origin, gender or handicap in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Director of the Office of Human Resources, 1429 Senate Street, Columbia, SC 29201, 803-734-8781.